Project Costing

Module Guide: Project Costing

Module Location

Project > Project Costing

Module Objective

The **Project Costing** module is used to create the master document for a project that is to be executed. Unlike **Project Design** which is conceptual, this module is more execution-oriented, where you associate the project with a customer, a project manager, and a start date. This is the step to formalize a project and prepare it for cost and progress tracking.

1. Main View (Project List)

The main page of this module displays a list of all project costing documents that have been created.

View Explanation

- **View**: This page is a list of all projects that have been formalized. You can see the **Project Costing No., Customer Name, Project Manager,** and **Start Date**.
- **Action Buttons**:
  - **[New]**: The primary button to create a new Project Costing document.

2. Steps to Start a Project

Step 1: Create a New Document

From the Main View, click the **[New]** button to open the **Add Project Costing** form.

Step 2: Fill in Project Information

On the form that appears, fill in the main project information:

- **Take From**: Select **Project Design** and choose the previously created **Design Code**. This will pull the basic data from that design.
- **Customer**: Select the customer related to this project.
- **Start Date**: Define the project's start date.
- **Project Manager**: Assign the person who will be responsible as the project manager.

Step 3: Continue to the Detail Stage

After all the basic information is filled in, click the **[Next >>]** button to continue to the next screen where you can start detailing the cost budget, schedule, and resources for this project.

Tips & Important Notes

- This module is the **bridge** between the planning stage (**Project Design**) and the project execution stage.
- By filling in the data here, the project becomes "active" and is ready to receive cost charges and progress tracking.

- This is an important module for **Project Managers and Project Administration**.

Revision #1
Created 16 October 2025 13:23:12 by Sayu
Updated 16 October 2025 13:27:04 by Sayu